

**FAIR WORK COMMISSION**

**MATTER NO. AM2018/18**

**Four Yearly Review of Modern Awards**

**Children's Services Award 2010**

**Educational Services (Teachers) Award 2010**

**Statement of Alicia Ann Wade**

I, Alicia Ann Wade, Centre Manager at Aussie Kindies -Torquay, of [REDACTED] in the State of QLD, say:

**Personal Details**

1. I am a member of United Voice and a delegate of the Union within my workplace.
2. I was born on 30 June 1983.
3. I am single and I have one daughter who is 7 years old. My daughter lives with me and is dependent on me. I live my parents, my grandmother and a flatmate.

**Work History**

4. I am employed as the Centre Manager at Aussie Kindies Torquay. My employer is Affinity Education.
5. My main responsibilities/duties as Centre Manager are:
  - (a) Leadership and people management
  - (b) Quality outcomes
  - (c) Customers relations with parents –gathering feedback from families, connections
  - (d) Sales/business
  - (e) Profit/finance
  - (f) Health and safety
  - (g) Relationships with internal stakeholders

6. Attached and marked Annexure A is a copy of my position description.
7. I have held this position since August 2016.
8. I am employed under the *Children's Services Award 2010 (Children's Services Award)*. I am classified under the Award as a Children's Services Employee – Director, Level 6.9.
9. I am paid above award rates in accordance with my employment contract. I am paid \$36.23 per hour.
10. I work 30 hours per week across 4 days per week. Sometimes I work additional hours depending on the operational needs of the service. Attached and marked Annexure B is a copy of my rosters from 31 December 2018 to 24 February 2019.
11. I have secondary employment with Tafe Digital as a workplace assessor, which requires 2 hours of work every 3 or 4 months. I previously worked as an online marker with Tafe Digital. I have been employed by Tafe Digital for about 2 years.
12. I own and run a life coaching and consultancy business, which I started in July 2018.
13. I have worked in the Early Childhood Education and Care (**ECEC**) sector for about 19 years.
14. I have worked in a range of different services and roles including:
  - a) 2IC and Team Leader Toddlers room at Camberwell Junction Early Learning Centre in Victoria, from 2005 to 2007.
  - b) Lead Early Childhood Educator at SDN Children's Services in NSW from 2008 to 2012.
  - c) Assistant Centre Director/Educational Leader at Holroyd City Council in NSW in 2012 to 2013.
  - d) Operations Manager/Centre Director at G8 Education in NSW from 2013 to 2015.
15. I have a number of different qualifications, including:
  - a) Bachelor of Teaching (birth to 5 years), Early Childhood Education and Teaching, 2009 – 2011, Charles Sturt University.
  - b) Diploma Community services (Children's Services), Early Childhood Education and Teaching, 2002 – 2003, The Northern Sydney Institute of TAFE.
  - c) Certificate IV Training & Assessment - TAE40110, Workforce Development and Training, 2015 – 2015, Inspire Education.

### **Aussie Kindies Torquay**

16. Aussie Kindies Torquay is long day care centre, which provides care and education of children aged from 6 weeks to school age. The centre is licensed to provide care for 75 children.
17. Aussie Kindies Torquay is open Monday to Friday, 6.30AM to 6.30PM.
18. There are currently 17 employees at the centre, aside from myself. Thirteen employees are permanent part-time, and 4 are casual.
19. The centre has 5 rooms. One room is a dining room. There is a room each for children 0 – 2 years, 2 - 3 years, 3 - 4 years and 4 - 5 years.
20. There are about 20 Aussie Kindies centres Australia-wide.
21. Aussie Kindies is owned by the Affinity Education Group.
22. All other educators covered by the Children's Services Award at Aussie Kindies Torquay receive award wages. The cook receives above award wages.

### **Responsible person allowance**

23. I have been appointed the Nominated Supervisor for Aussie Kindies Torquay. I have been the Nominated Supervisor since I started in my role as Centre Manager. I am the only Nominated Supervisor at the centre.
24. As Nominated Supervisor, I am the Responsible Person when I am present at the centre.
25. As Nominated Supervisor I am responsible for ensuring that the centre is meeting all the rules and regulations in the National Quality Framework (NQF) as well as the requirements of state specific legislation. For example, I am responsible for:
  1. Ensuring the health and safety of children on site; and
  2. Ensuring programming and planning for the children is carried out in accordance with the NQF; and
  3. Ensuring staffing requirements are met at all times; and
  4. Ensuring that the physical environment is appropriate.
26. As Nominated Supervisor I am responsible for ensuring that the centre complies with NQF standards.

27. If the centre fails to comply with an NQF standard, my employer or I could be given compliance order or be fined.
28. If the breach is severe, a Nominated Supervisor can lose their Blue Card. The Blue Card is a Working with Children Check administered by the Queensland Government. If I lost my Blue Card, I wouldn't be able to work in ECEC anymore and I would struggle to meet my financial commitments.
29. I do not receive an allowance for taking on the responsibility of Nominated Supervisor.
30. When I am not present at the centre, another employee will be appointed to take on the role of Responsible Person. This could be the Assistant Director, or one of seven other educators. These educators have Certificate III or diploma qualifications.
31. Aussie Kindies Torquay is open for 12 hours each weekday. I am at the centre for 8 hours, 4 days a week. For 4 hours on each of those days, another employee will be appointed as the Responsible Person. Sometimes one employee is appointed as Responsible Person for the whole 4 hours, sometimes two employees will be appointed as Responsible Person for 2 hours each.
32. On the day that I am not at work the Assistant Director will be appointed as Responsible Person for the length of her shift, which is generally 6.30am to 3pm. Another employee will be appointed as Responsible Person for the remaining 3 and half hours.
33. It is expected that the employee in the role of Responsible Person will be responsible for ensuring the centre is meeting NQF standards, including in the following areas:
  - a) Daily operations,
  - b) The safety of children;
  - c) Staff to children ratios
  - d) Interactions with children and families.
34. Families are notified who the Responsible Person is by a board in the foyer space.
35. The families generally have good relationships with all the employees but the Responsible Person is the main contact for any concerns and enquires.
36. None of the employees receives an allowance or compensation for taking on the role of Responsible Person.

37. It can be difficult and stressful at times to be the Responsible Person. In my current role, if several educators are sick, I have to work very hard to find casual employees to meet staffing ratios, as we are located in a regional area and there are not many casual employees available through agencies.
38. When I was working as Operations Manager for G8 Education in 2015, I was asked to take on the role of Centre Manager/Educator at Community Kids Campsie as there had been several sudden resignations at the centre. I was also appointed as the Responsible Person and was responsible for ensuring the centre met NQF standards. It was difficult to find enough employees at short notice to ensure that the centre met staffing ratio requirements and there was a great deal of pressure on me to resolve the situation. I went on sick leave and had to leave the sector for 10 months following this situation due to the pressure.

### **Training**

39. Employees who take on the role of Responsible Person at my centre are required to have a first aid certificate and cardiopulmonary resuscitation training (CPR). My employer recommends that other employees also have first aid certificates and CPR training given we work with young children and there may be unexpected incidents or emergencies.
40. The initial first aid training course is 1-2 days long, depending on the provider.
41. First aid training needs to be refreshed every 3 years.
42. CPR training must be refreshed every year.
43. My most recent first aid refresher course was in 2017. I undertook the course in my own time on the weekend and paid for the course myself. The course cost \$180. Attached and marked Annexure C is a copy of the payment receipt.
44. My most recent CPR course was in August 2018. I undertook the course in my own time and paid for the course myself. The course cost \$70. Attached and marked Annexure D is a copy of the payment receipt.
45. I was not reimbursed for first aid training or the CPR training by my employer and nor are the other employees at my centre.
46. I am not paid for the time spent in first aid training or the CPR training by my employer and nor are the other employees at my centre.

47. Employees at my centre either undertake the training on the weekend or take a day off as annual leave.
48. Through conversations with other staff members, I am aware that some employees at my centre struggle to pay for the cost of the training. There are several employees who are single mothers at my centre who have to use money set aside for rent or groceries to pay for the training.
49. I have also had to undertake other training which I had to pay for and undertake in my own time. There was an update to the 'Identify and respond to children and young people at risk' module of the Diploma and Certificate III courses and my employer requested that I ensure that all educators at the centre had the updated training. My employer also recommended that I complete the course. In April 2018 I completed the course and it cost \$120. Attached and marked Annexure E is a copy of the receipt.

#### **Non-contact time**

50. All lead educators at the centre have programming duties and are allocated non-contact time of 2 hours per week. There are 5 lead educators at the centre. Each room (aside from the dining room) has a lead educator, and the outdoor area also has a lead educator.
51. The amount of children that a lead educator is responsible for programming for will differ. Some lead educators are responsible for 4 children; some are responsible for programming for 36 children. Regardless of the number of children, each lead educator receives 2 hours of non-contact time per week.
52. As Centre Manager, I have observed that it is difficult for the lead educators to complete the programming in the 2 hours of allocated time.
53. In addition to programming, educators have to complete observations and daily event snapshots of the children. They also have to track children's progress in portfolios and complete critical reflections on their own learning.
54. In a number of centres I have worked in, I have noticed that educators sometimes try and complete observations and daily snapshots whilst they are on the floor with the children because they do not have enough non-contact time. This distracts them from their key duty of caring for the children.
55. In my current centre, we use two different types of paper programming templates and an online program called 'Story Park'.

56. The first type of programming template is referred to as the 'box style'. I created these templates in around 2010-2012. The templates are derived from the Early Years Learning Framework (EYLF). When I commenced working with Aussie Kindies Torquay there was no programming template in place so I introduced this template to the centre.
57. The second type of programming template is referred to as the 'mud map style'. One of the educators undertook training in around January 2018 with Semann and Slattery, and learnt about the mud map style during that training.
58. Some educators at the centre use the box style and some educators use the mud map style. Each Room Leader can decide which style to use.
59. Story Park is used to track and log several different items including:
- a) Programs
  - b) Observations of the children
  - c) Follow ups required
  - d) Educator's critical reflections
  - e) Educational leader community board
  - f) Health and safety board
60. The box style template and the mud map style template are linked to Story Park. An educator may note details on the box style or mud map style template, and then when they input this information into Story Park, they will be prompted to expand on those details. For example, they may be asked to critically reflect on that detail, or to link observations to the EYLF, or to notify parents about their child's observations.
61. Attached and marked Annexure F is a copy of a program snapshot from Story Park for the Gar Gar room (for children 3-4 years). The same style of programming occurs for the 2-3year old room.
62. Attached and marked Annexure G is a copy of a program for the Gar Gar room (for children 3-4 years) for the week dated 25 February to 1 March 2019. The same style of programming occurs for the 2-3year old room.
63. Attached and marked Annexure H is a copy of a program for the Nursey room (0- 2years) from 26 March to 30 March 2018.

- 64. The kindergarten room also follows a similar style of programming.
- 65. I am aware that educators are completing programming and related tasks outside of hours, in their own time. I am an admin on the Story Park program and I get notifications when educators input information into the program. I sometimes receive notifications at 9pm, 10pm or even 2am.
- 66. The Educational Leader at my centre is the Assistant Centre Director. She has a set amount of hours allocated in the office and she receives the 2 hours of non-contact time within these hours.
- 67. The kindergarten teacher has 1 hour of non-contact time per day, 5 days a week. The kindergarten teacher is employed via the QLD Kindergarten Funding Scheme (QKFS). This is a program funded by the QLD government, designed to allow children to access kindergarten programs.
- 68. QKFS funding does not apply to any of the other educators at the centre.

**Income and expenses**

- 69. On an average week, I earn around \$1114.08 (gross). Attached to this statement and marked Annexure I are copies of my pay slips for the period 31 December 2018 to 27 February 2019.
- 70. I own an investment property. The mortgage is covered in part by the rental income; however I need to pay around an additional \$50 per week towards the mortgage.
- 71. I do not receive any child support.
- 72. I live with my parents, my grandmother and a flatmate as I cannot afford to live on my own with my daughter. My parents own the house we live in and I pay \$150 a week for lodging.
- 73. My parents do not earn an income and my grandmother is on the age pension. My flatmate is on a disability pension.
- 74. I have difficulty meeting my expenses on my current wages. Despite my love of my work, I am looking at transferring out of the sector in the future because of the low wages. I started my life coaching and consultancy business with a view to transitioning into that full time in the future.



75. My average weekly expenses are approximately \$950, comprised of:

Lodging:	\$150
Mortgage	\$50
Household bills:	\$50
Groceries:	\$100
Transport (car):	\$40
School fees:	\$50
Insurance:	\$80
Phone:	\$85
Land rates on property:	\$85
Other expenses:	\$260
<b>Total:</b>	<b>\$950</b>



Witness Signature

Alicia

Ann

Wade

Witness Name

Date: 8.03.2019



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# ANNEXURE A

## 4-F47 Position Description Centre Manager

Job title:	Centre Manager	Division:	Centre Based Position
Department	Child Care Centre	Reports to:	Area Manager

### Job Purpose

The purpose of the Centre Manager role is to provide leadership and operational direction to their centre. Your role has full accountability for the overall management and administration of the centre and for achieving optimum business results and positive outcomes for all children.

This document outlines your responsibilities. Additional duties may be instructed, from time to time, by your manager, AEG management or Regulatory Authorities.

You will be responsible for operating in accordance with the Affinity Education Group (AEG) brand promise of **realising the potential in everyone**; our mission to **inspire and nurture individuals to reach their full potential** and our values, as follows:

- **Being completely connected** - we bring out the best in each other and the families and communities we serve through collaboration and cooperation, communicating openly and sharing knowledge and information.
- **Going above and beyond** - we act with genuine positivity, pride and energy and go out of our way to deliver value that goes above and beyond the ordinary.
- **Having serious fun** - we all participate in making Affinity a fun place where we share a laugh, celebrate achievements, and maintain perspective and balance for each other
- **Living the team spirit** - we all contribute to the Affinity culture of winning attitudes, teamwork, cooperation and a creating a sense of belonging for everyone.
- **Creating shining stars** - we support and enable each other to grow, learn and develop by giving everyone the autonomy they need and having their back.
- **Delivering outstanding professionalism** - we take our work seriously by being professional and respecting each other for who we are, our individuality, knowledge, skills and experience.

You will drive the implementation of the National Quality Framework and ensure that relevant legislative and organisational requirements including Education and Care Services National Regulations, Work Health and Safety Regulations and AEG policies and procedures are complied with.

Key Results Area	Accountabilities
Leadership and people management	<ul style="list-style-type: none"> <li>• Effectively lead and motivate your team to deliver quality outcomes for children, business performance and staff development;</li> <li>• Encourage a focus on continuous improvement through coaching, mentoring and effective use of AEG people management systems including recruitment, induction, training, performance management and appraisal to achieve optimum performance;</li> <li>• Develop a strong 2IC through mentoring, coaching and the implementation of an effective development plan</li> <li>• Monitor and implement strategies to reduce staff turnover and increase employee engagement;</li> <li>• Recruit staff in accordance with legislative and organisational requirements;</li> <li>• Lead collaborative staff meetings following organisational expectations where improvement opportunities are identified, developed and promoted;</li> <li>• Provide training and succession opportunities to your team and support the team to attend professional development opportunities provided by AEG;</li> </ul>



## 4-F47 Position Description Centre Manager

	<ul style="list-style-type: none"> <li>• Maintain your own professional skill and knowledge including participation in AEG leadership program;</li> <li>• Ensure adherence to policies and procedures, WHS practices, program development and implementation and staff training;</li> <li>• Supervise all employees, students, volunteers and visitors involved in the centre; and</li> <li>• Utilise AEG systems to improving efficiencies and work flow.</li> </ul>
<b>Quality outcomes</b>	<ul style="list-style-type: none"> <li>• Develop and deliver strategies to continuously improve quality of service provisions including contribution to the Quality Improvement Plan on a regular basis;</li> <li>• Monitor centre performance to ensure the centre meets or exceeds assessment and rating outcomes;</li> <li>• Supervise and support the educational leader to ensure that quality early childhood programs are socio-culturally relevant, developmentally appropriate, challenging and inclusive and based on the approved learning framework;</li> <li>• Ensure compliance with staffing arrangements including staff qualifications and verification and registration of WWCC;</li> <li>• Maintain up to date service records including children's enrolment, attendance and progression and staff records, day to day accounts and all administrative matters;</li> <li>• Oversee the effective supervision and assessment of students of placement;</li> <li>• Ensure correct configuration of rooms and staff to child ratios at all times;</li> <li>• Work contact time in rooms as required;</li> <li>• Select, purchase and use resources responsibly to encourage both creativity and sustainability;</li> <li>• Recognise and acknowledge achievements and progress made by your team; and</li> <li>• Provide input into service policy and procedure development and review.</li> </ul>
<b>Customer relations</b>	<ul style="list-style-type: none"> <li>• Establish effective and respectful relationships with families;</li> <li>• Gather feedback from families and act accordingly to ensure satisfaction and retention;</li> <li>• Respond to complaints and queries from families in a timely and respectful manner;</li> <li>• Make connections with external stakeholders to foster relationships; and</li> <li>• Contribute to collaborative cross-business relationships to ensure mutual goals are achieved with centre support.</li> </ul>
<b>Sales and business growth</b>	<ul style="list-style-type: none"> <li>• Monitor and take action to ensure the successful performance of the centre in the following areas: <ul style="list-style-type: none"> <li>○ Occupancy %</li> <li>○ Increase of permanent and casual bookings</li> <li>○ Conversion of bookings to enquiries ratio</li> </ul> </li> <li>• Use Childcare CRM tool and Enrolment Hub effectively to develop relationships with families, record enquiries, manage waitlists and covert enquiries to bookings.</li> </ul>
<b>Profit and finances</b>	<ul style="list-style-type: none"> <li>• Ensure effective financial management of the centre by: <ul style="list-style-type: none"> <li>○ Managing wage to revenue through effective rostering, while ensuring compliance to ratio requirements;</li> <li>○ Controlling debt and communicating debts with families;</li> <li>○ Controlling purchasing and costs to ensure alignment with budget and targets;</li> <li>○ Maximising funding and grant opportunities, if applicable.</li> </ul> </li> </ul>



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## 4-F47 Position Description Centre Manager

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure that children are supervised at all times;</li> <li>• Identify and respond to children and young people at risk of harm;</li> <li>• Report all serious incidents to your line manager and Regulatory Authority, as required, as soon as possible after the event;</li> <li>• Maintain a safe, healthy and hygienic work environment by compliance with WHS, cleaning and hygiene procedures including utilisation of protective equipment supplied by AEG;</li> <li>• Ensure the implementation of personal care and hygiene practices;</li> <li>• Monitor and assess environments and resources to identify potential hazards, manage risks accordingly and implement strategies to minimise incidents and accidents; and</li> <li>• Actively promote and support the work health and safety committee and initiatives.</li> </ul>
<b>Relationships</b>	
<b>Internal</b>	
<ul style="list-style-type: none"> <li>• Centre Support staff</li> <li>• Centre staff</li> </ul>	
<b>External</b>	
<ul style="list-style-type: none"> <li>• Australian Children's Education and Care Quality Authority</li> <li>• Consultants engaged by the organisation</li> <li>• Child health and related agencies</li> <li>• Inclusion Support Agency (when applicable)</li> <li>• Community partners in relation to the service</li> <li>• State based regulatory authorities</li> </ul>	

Person specification	Critical & Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Diploma of Early Childhood Education and Care, or equivalent;</li> <li>• Current Working with Children Check</li> <li>• Current Driver's Licence</li> <li>• Current recognised First Aid and CPR Certificates and Asthma and Anaphylaxis Management training</li> <li>• A Nominated Supervisor Certificate</li> <li>• Bachelor of Education (Early Childhood) or Advanced Diploma Children's Services (desirable)</li> <li>• Certificate IV in Training &amp; Assessment (desirable)</li> <li>• Diploma in Business (desirable)</li> <li>• Current Teachers Registration (desirable)</li> </ul>
<b>Experience and Knowledge:</b>	<ul style="list-style-type: none"> <li>• 3 years' experience as a Lead Educator</li> <li>• Sound literacy/numeracy skills/knowledge</li> <li>• Extensive knowledge of the Early Years Learning Framework (EYLF/VYLF) and National Quality Standards (NQS) and Rating and Assessment process</li> <li>• Strong experience creating and implementing a Centre Quality Improvement Plan</li> <li>• Roster Management</li> <li>• Ratio Management</li> <li>• Accounts (Debt) Management</li> <li>• Childcare software – Qikkids and CCMS (desirable)</li> </ul>
<b>Critical knowledge and Competencies:</b>	<b>Core Competencies</b>



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## 4-F47 Position Description Centre Manager

	<ul style="list-style-type: none"> <li>• <b>Builds Relationships:</b> Builds &amp; maintains relationships</li> <li>• <b>Communicates Effectively:</b> Communicates effectively to influence others</li> <li>• <b>Drives Quality and Performance:</b> Delivers value to centre through committing to continuous improvement</li> <li>• <b>Displays Resilience:</b> Manages Stress. Pursues work with positivity and energy</li> <li>• <b>Focuses on Safety:</b> Treats safety as a priority</li> <li>• <b>Supports Team:</b> Lives team spirit</li> </ul> <p><b>Role-specific Competencies</b></p> <ul style="list-style-type: none"> <li>• <b>Balances Priorities:</b> Effectively manages time and resources</li> <li>• <b>Displays Managerial Courage:</b> Provides direct and actionable feedback</li> <li>• <b>Drives Business and Strategy:</b> Analyses business data to make strategic decisions</li> <li>• <b>Realises Potential:</b> Supports growth and development in team members</li> </ul>
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### Key Performance Indicators

You will be assessed via the below mechanisms:

- Quality Assessment specifically your most recent assessment rating measuring overall compliance with AEG processes and systems
- Customer Survey Rating specifically the average overall customer survey rating for your centre
- Financial Results of the centre specifically your EBITA measured against target
- Team and Self Development specifically the % progress of you and your team's development plans

**Important note:** This position description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of the Company.



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**Personal Details**

Personnel Number: [REDACTED] Hire Date: 03.08.2016  
Name: Wade Alicia  
Home Cost Centre: 2005 - Village Kids Childre

**Period Details**

Pay Period: 15/2018  
Begin Date: 31.12.2018  
End Date: 13.01.2019  
Pay Date: 16.01.2019

**Pay Details**

Period	Earnings	Hours/Units	Rate	Amount
31.12.2018 to 13.01.2019	Standard Hours	31.50	36.23	1,141.25
31.12.2018 to 13.01.2019	P/H Paid	7.50	36.23	271.73
31.12.2018 to 13.01.2019	Annual Leave Paym.	15.00	36.23	543.46
31.12.2018 to 13.01.2019	TOIL Py	7.50	36.23	271.73
31.12.2018 to 13.01.2019	Leave Loading	15.00		95.10
	<b>Total</b>			<b>2,323.27</b>

Period	Tax	Taxable Gross	Amount
31.12.2018 to 13.01.2019	Full Income tax		478.00-
	<b>Total</b>		<b>478.00-</b>

**Net Pay** 1,845.27

BSB Number	Account Number	Banking Details	Payee Name	Payment
[REDACTED]	[REDACTED]	[REDACTED]	Alicia Wade	1,845.27

Superannuation	This Pay	Year to Date
[REDACTED]		2,750.01
<b>Total</b>		<b>2,750.01</b>

An asterisk(\*) indicates an item relates to a previous pay period

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Pay Summary	This Pay	Year to Date
Total Gross	2,323.27	33,738.79
Taxable Gross	2,323.27	33,738.79
Tax	478.00-	6,770.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
<b>Net Pay</b>	<b>1,845.27</b>	<b>26,968.79</b>

<b>Leave Balance at 13.01.2019</b>	
A/L Entitlement	77.65 Hours
LSL Accrual	74.77 Hours



**AFFINITY EDUCATION**  
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**Personal Details**

Personnel Number: [REDACTED] Hire Date: 03.08.2016  
 Name: Wade Alicia  
 Home Cost Centre: 2005 - Village Kids Childre

**Period Details**

Pay Period: 16/2018  
 Begin Date: 14.01.2019  
 End Date: 27.01.2019  
 Pay Date: 30.01.2019

**Pay Details**

<b>Period</b>	<b>Earnings</b>	<b>Hours/Units</b>	<b>Rate</b>	<b>Amount</b>
14.01.2019 to 27.01.2019	Standard Hours	61.75	36.23	2,237.20
			<b>Total</b>	2,237.20

<b>Period</b>	<b>Tax</b>	<b>Taxable Gross</b>	<b>Amount</b>
14.01.2019 to 27.01.2019	Full Income tax	2,237.20	448.00-
		<b>Total</b>	448.00-

**Net Pay** 1,789.20

**BSB Number**

**Account Number**

**Banking Details**

**Payee Name**

**Payment**

Alicia Wade

1,789.20

**Superannuation**

<b>This Pay</b>	<b>Year to Date</b>
629.00	3,379.01
<b>Total</b>	3,379.01

An asterisk(\*) indicates an item relates to a previous pay period

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**Pay Summary**

	<b>This Pay</b>	<b>Year to Date</b>
Total Gross	2,237.20	35,975.99
Taxable Gross	2,237.20	35,975.99
Tax	448.00-	7,218.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
<b>Net Pay</b>	<b>1,789.20</b>	<b>28,757.99</b>

**Leave Balance at 27.01.2019**

A/L Entitlement	82.40 Hours
LSL Accrual	75.79 Hours



**AFFINITY EDUCATION**  
**GROUP**

<b>Personal Details</b>		
Personnel Number:	[REDACTED]	Hire Date: 03.08.2016
Name:	Wade Alicia	
Home Cost Centre:	2005 - Village Kids Childre	

<b>Period Details</b>	
Pay Period:	17/2018
Begin Date:	28.01.2019
End Date:	10.02.2019
Pay Date:	13.02.2019

**Pay Details**

Period	Earnings	Hours/Units	Rate	Amount
28.01.2019 to 10.02.2019	Standard Hours	54.75	36.23	1,983.59
28.01.2019 to 10.02.2019	P/H Paid	7.50	36.23	271.73
28.01.2019 to 10.02.2019	TOIL Py	0.50	36.23	18.12
			<b>Total</b>	<b>2,273.44</b>

Period	Tax	Taxable Gross	Amount
28.01.2019 to 10.02.2019	Full Income tax		<b>2,273.44</b>
			<b>460.00-</b>
		<b>Total</b>	<b>460.00-</b>

**Net Pay 1,813.44**

BSB Number	Account Number	Banking Details	Payee Name	Payment
[REDACTED]	[REDACTED]	[REDACTED]	Alicia Wade	1,813.44

Superannuation	This Pay	Year to Date
[REDACTED]		3,379.01
	<b>Total</b>	<b>3,379.01</b>

An asterisk(\*) indicates an item relates to a previous pay period

**S:/POIT/PAYSLIP\_MSG:101**

Pay Summary	This Pay	Year to Date
Total Gross	2,273.44	38,249.43
Taxable Gross	2,273.44	38,249.43
Tax	460.00-	7,678.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
Net Pay	1,813.44	30,571.43

<b>Leave Balance at 10.02.2019</b>	
A/L Entitlement	87.22 Hours
LSL Accrual	76.84 Hours





AFFINITY EDUCATION  
GROUP

Personal Details

Personnel Number: [REDACTED] Hire Date: 03.08.2018  
Name: Wade Alicia  
Home Cost Centre: 2005 - Village Kids Childre

Period Details

Pay Period: 18/2018  
Begin Date: 11.02.2019  
End Date: 24.02.2019  
Pay Date: 27.02.2019

Pay Details

Period	Earnings	Hours/Units	Rate	Amount
11.02.2019 to 24.02.2019	Standard Hours	54.00	36.23	1,956.42
11.02.2019 to 24.02.2019	Personal Leave Paym.	2.50	36.23	90.58
11.02.2019 to 24.02.2019	TOIL Py	5.00	36.23	181.15
			<b>Total</b>	<b>2,228.15</b>

Period	Tax	Taxable Gross	Amount
11.02.2019 to 24.02.2019	Full Income tax		<b>2,228.15</b>
			<b>444.00-</b>
		<b>Total</b>	<b>444.00-</b>

Net Pay 1,784.15

BSB Number

Account Number

Banking Details

Payee Name  
Alicia Wade

Payment  
1,784.15

Superannuation

This Pay	Year to Date
427.65	3,806.66
<b>Total</b>	<b>427.65</b>
	<b>3,806.66</b>

An asterisk(\*) indicates an item relates to a previous pay period

S:/POIT/PAYSLIP\_MSG:101

Pay Summary

	This Pay	Year to Date
Total Gross	2,228.15	40,477.58
Taxable Gross	2,228.15	40,477.58
Tax	444.00-	8,122.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
<b>Net Pay</b>	<b>1,784.15</b>	<b>32,355.58</b>

Leave Balance at 24.02.2019

A/L Entitlement 91.95 Hours  
LSL Accrual 77.86 Hours

Complete First Aid Training Service  
1 Cathy Place  
Torquay, QLD 4655

# Sales Receipt

Date 8/2/2017

Sold To  
Alicia Wade

Sale #

939

Due Date 8/2/2017

Cheque #

Payment Method

Description	Qty	Rate	Tax Amt	Amount
Provide First Aid in an Education and Care setting		180.00		180.00
BSB: [REDACTED]				
Acc.: [REDACTED]				
Pd 2.8.17 [Signature]				
Subtotal				\$180.00
Sales Tax				\$0.00
Total				\$180.00

Complete First Aid Training Service  
complete\_first\_aid@yahoo.com.au  
ABN: 17 829 836 898

0741249979



21 Aug 2018 17:41:23 AEST

Transaction ID: [REDACTED]

Dear Alicia Wade,

You sent a payment of \$70.00 AUD to Training Centre Hervey Bay [REDACTED]

It may take a few moments for this transaction to appear in the Recent Activity list in your Account Overview.

**Merchant**Training Centre Hervey Bay  
[REDACTED]Alicia Wade  
[REDACTED]**Instructions to merchant**

You haven't entered any instructions.

**Postage details**

The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
Provide CPR-1students Item Number 1455	\$70.00 AUD	1	\$70.00 AUD

**Subtotal** \$70.00 AUD**Total** \$70.00 AUD**Payment** \$70.00 AUD

Collecting credit card rewards? You'll earn applicable points with this transaction.

This transaction will appear on your statement as "PAYPAL \*FIRST AID"

Payment sent to [REDACTED]

## Early Years Training &amp; Consultancy

Kirsty Fantini T/A Early Years Training & Consultancy  
Unit 5 / 915 Old Northern Rd, Dural NSW 2158  
ABN: 45 136 930 441

## TAX RECEIPT

Invoice No.: 00003713

Date: 12/04/2018

Bill To:

Alicia Wade

Ship To:

Alicia Wade

DESCRIPTION	AMOUNT	CODE
CHCPRT001 Identify & respond to children & young people at risk 16th April x1	\$120.00	FRE


Your Order No:	Customer ABN:	Freight:	\$0.00 FRE
Shipping Date:	Terms: Net 30th after EOM	GST:	\$0.00
Comment:		Total Inc GST:	\$120.00
		Amount Applied:	\$120.00
		Balance Due:	\$0.00

Code	Rate	GST	Sale Amount
FRE	0%	\$0.00	\$120.00

# Gar Gar Learning Program 25th - 1st ...

Category ▾ Activity ▾ Save temp

ANNEXURE F

<p>Programme File</p>	<p> Gar Gar Learning Program 25th - 1st Ma 78KB</p>	
<p>Individual Observation/Goals for this week</p>	<div> <p>Story Developing our fine motor skills 18.2.19 by [REDACTED] 8 Feb 19 Today we had a discussion about all our favourite foods we discussed that we were going to use...</p> <p>Story Let's paint what we LOVE! 19.2.19 by [REDACTED] 19 Feb 19 As an extension on our favourite things Miss [REDACTED] set up a painting experience...</p> <p>Story Quieting our minds 20.2.19 by [REDACTED] [REDACTED] 20 Feb 19 "Each child's wellbeing and comfort is provided for, including appropriate opportunities to..."</p> </div>	

Story Making friends! 19.2.19 by [redacted]  
[redacted] 19 Feb 19  
Today observing [redacted] and [redacted]  
interact over the Lego activity was  
fantastic to see, they both...

Story Making friends! 19.2.19 by [redacted]  
[redacted] 20 Feb 19  
Today observing [redacted] and [redacted]  
interact over the Lego activity was  
fantastic to see, they both...

Story Drawing our faces 21.2.19 by [redacted]  
[redacted] 24 Feb 19  
Today whilst we were on the mat Miss  
[redacted] talked about what we would like  
to do today. [redacted]

Reflection on Program for the  
week.

Monday

Tuesday

Wednesday

Thursday

Friday.

# ANNEXURE A

## OUR PROGRAMME OF LEARNING 25<sup>th</sup> to 1<sup>st</sup> March

### Outside art area:

- Using our shed door to place magnetic shapes building and developing our hand and eye coordination and strength. P.O 13.2.19

### Construction area Creative building

- Lego building and 19.2.19. Building social skills, discussion, and imagination. What can we build?

### Home Corner

- Using our donated food boxes during a shop role play experience, developing communication and imaginative play between the children. 12.2.19

### Science and cognitive area-

- Using different colour magnetic blocks with our torches to play with colours, Discussion of the different colours and shapes the make we the torch shines through. 13.2.19

### Loose parts area-

- Fine Motor development with natural items rocks, shells, coral and using tongs to pick them up placing them in containers. F.U 31.1.19

### Nature Table

### Puzzle table

- Fine motor development sorting of puzzle pieces.

### Art Area

- Drawing our faces, F.U 21.2.19. Continuation on our faces. I would like to get the children to take a picture of themselves and use this to help draw their faces. Using Charcoal to extend on different materials used in art experience
- Drawing our family. IT
- Hand and foot prints. IT
- Fine motor development - Cutting experience, working on correct scissor holding. 18.2.19

### Emotional reflection area-

### Art gallery

- One on one discussion with children on ALL ABOUT ME pages. Asking them questions and filling them out.
- Getting to know the children.

### Quiet Reading/room discussions

- Story time Feelings books
- Youtube Video
- Body Parts Song for Kids - This is ME! by ELF Learning - ELF Kids Videos
- We Are Family Song - My Family and ME! Acoustic Version - ELF Kids Videos
- Counting using 5 Fat sausages song. 13.2.19

### Bag Shelf

### Portfolios

Over this month we will be focusing on the children have a sense of Being and belonging throughout the service and in the GAR GAR room. We want to use this time to get to know the children and who they are. You will notice that the program will be focusing on this but also giving the children opportunities to explore and build on relationships through free play.

### EXTENSION

### Focus children-

- Assisting to feel comfortable and supported to use the toilet.

I.T - Intentional Teaching C.I - Child Initiated F.U - Follow up Observation C.G Children's Goals P.O Possible Opportunity



[Untitled]

Private to you Programme

FROM 26.3.18-30.3.18	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Emotional Confidence: Links to EYLF Outcome's 1 and 3</b>	<b>Outdoor Mornings</b> Looking at the forecast for today it was scheduled to rain for most of the afternoon. We left the door open for indoor/outdoor play providing the children the freedom to play where they liked.	<b>Peek-a-boo painting</b> Today we will provide the children with the opportunity to paint. We will be using the clear standing easel outside to extend on peek-a-boo game.  <b>Story Peek-a-Boo!</b> by [REDACTED] 9.13 May 18 The children and I were sitting at the table having a drink when [REDACTED] slipped in to the open bit...	<b>Sing with us</b> We will provide the children with the opportunity to sing along to some of their favourite songs and begin sitting down to read some books of their choice.	<b>Off We Go!</b> Today we will provide the opportunity for the children to explore the older children's yard. The children will be free to wonder, explore and investigate as they please.	<b>PUBLIC HOLIDAY</b>
<b>Foundational Learning: Links to EYLF Outcome's 4 and 5</b>	<b>Spray Bottles</b> The children will have the opportunity to explore spray bottles filled with water. This promotes fine motor skills pressing the handle.	<b>Chalk Drawing</b> Today we will provide the opportunity for the children to draw with chalk on the outdoor chalkboard.	<b>Finger Painting</b> Today we will provide the children with the opportunity to explore finger painting with some nice pastel colours on egg shaped paper	<b>Playdough</b> Today we will provide the sensory opportunity for the children to play with playdough. We will have sticks, leaves and bark from the garden to add to it.	<b>PUBLIC HOLIDAY</b>
<b>Social Connectivity: Links to EYLF Outcome's 2, 3 and 5</b>	<b>Sandpit play</b> We will encourage the children to explore the sandpit. We will add trucks, shovels and buckets to the sandpit to see what the children will do with it all.	<b>Sandpit play</b> Today we will follow up on yesterday's sandpit opportunity. We will be adding water to the sand to see what the difference is.	<b>Goopy Sand</b> For another change in sand play we will provide the children with shaving foam mixed with sand in a trough to challenge their sensory learning	<b>The BIG Sandpit</b> While on our excursion to the big yard, the children will have the opportunity to explore the sandpit in the big yard.	<b>PUBLIC HOLIDAY</b>
<b>Physical Health and Wellbeing: Links to EYLF Outcome's 1 and 3</b>	<b>Balancing</b> Today we will provide balancing opportunities. We will encourage the children to step carefully while walking through the garden and on the logs and racks. <b>[REDACTED]'s development:</b> We are constantly encouraging [REDACTED] to crawl and pull herself up on thing within her learning environment. Today we will have the walkers out to provide the opportunity to walk around.	<b>Peek-a-boo painting</b> Today we will provide the children with the opportunity to paint. We will be using the clear standing easel outside to extend on peek-a-boo game.	<b>Goopy Sand</b> For another change in sand play we will provide the children with shaving foam mixed with sand in a trough to challenge their sensory learning	<b>Playdough</b> Today we will provide the sensory opportunity for the children to play with playdough. We will have sticks, leaves and bark from the garden to add to it.	<b>PUBLIC HOLIDAY</b>
<b>INDIVIDUAL OBSERVATIONS</b>	[REDACTED]	[REDACTED]	Easter Photo for [REDACTED] and [REDACTED]	[REDACTED]	<b>PUBLIC HOLIDAY</b>
<b>CRITICAL REFLECTION</b>					<b>PUBLIC HOLIDAY</b>





Personal Details

Personnel Number: [REDACTED] Hire Date: 03.08.2016  
Name: Wade Alicia  
Home Cost Centre: 2005 - Village Kids Childre

Period Details

Pay Period: 15/2018  
Begin Date: 31.12.2018  
End Date: 13.01.2019  
Pay Date: 16.01.2019

Pay Details

Period	Earnings	Hours/Units	Rate	Amount
31.12.2018 to 13.01.2019	Standard Hours	31.50	36.23	1,141.25
31.12.2018 to 13.01.2019	P/H Paid	7.50	36.23	271.73
31.12.2018 to 13.01.2019	Annual Leave Paym.	15.00	36.23	543.46
31.12.2018 to 13.01.2019	TOIL Py	7.50	36.23	271.73
31.12.2018 to 13.01.2019	Leave Loading	15.00		95.10
	Total			2,323.27

Period	Tax	Taxable Gross	Amount
31.12.2018 to 13.01.2019	Full Income tax		478.00-
	Total		478.00-

Net Pay 1,845.27

BSB Number	Account Number	Banking Details	Payee Name	Payment
[REDACTED]	[REDACTED]	[REDACTED]	Alicia Wade	1,845.27

Superannuation	This Pay	Year to Date
[REDACTED]		2,750.01
Total		2,750.01

An asterisk(\*) indicates an item relates to a previous pay period

S:/POIT/PAYSLIP\_MSG:101

Pay Summary	This Pay	Year to Date
Total Gross	2,323.27	33,738.79
Taxable Gross	2,323.27	33,738.79
Tax	478.00-	6,770.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
Net Pay	1,845.27	26,968.79

Leave Balance at 13.01.2019

A/L Entitlement	77.65 Hours
LSL Accrual	74.77 Hours



**AFFINITY EDUCATION**  
 GROUP

**Personal Details**

Personnel Number: [REDACTED] Hire Date: 03.08.2016  
 Name: Wade Alicia  
 Home Cost Centre: 2005 - Village Kids Childre

**Period Details**

Pay Period: 16/2018  
 Begin Date: 14.01.2019  
 End Date: 27.01.2019  
 Pay Date: 30.01.2019

**Pay Details**

Period	Earnings	Hours/Units	Rate	Amount
14.01.2019 to 27.01.2019	Standard Hours	61.75	36.23	2,237.20
			<b>Total</b>	<b>2,237.20</b>

Period	Tax	Taxable Gross	Amount
14.01.2019 to 27.01.2019	Full Income tax		2,237.20
			<b>Total</b>
			448.00-
			448.00-

BSB Number	Account Number	Banking Details	Payee Name	Payment
[REDACTED]	[REDACTED]	[REDACTED]	Alicia Wade	1,789.20

**Superannuation**

	This Pay	Year to Date
	629.00	3,379.01
<b>Total</b>	<b>629.00</b>	<b>3,379.01</b>

An asterisk(\*) indicates an item relates to a previous pay period

S:/POIT/PAYSLIP\_MSG:101

Pay Summary	This Pay	Year to Date
Total Gross	2,237.20	35,975.99
Taxable Gross	2,237.20	35,975.99
Tax	448.00-	7,218.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
<b>Net Pay</b>	<b>1,789.20</b>	<b>28,757.99</b>

**Leave Balance at 27.01.2019**

A/L Entitlement 82.40 Hours  
 LSL Accrual 75.79 Hours



**AFFINITY EDUCATION**  
 GROUP

<b>Personal Details</b>		
Personnel Number:	[REDACTED]	Hire Date: 03.08.2016
Name:	Wade Alicia	
Home Cost Centre:	2005 - Village Kids Childre	

<b>Period Details</b>	
Pay Period:	17/2018
Begin Date:	28.01.2019
End Date:	10.02.2019
Pay Date:	13.02.2019

**Pay Details**

Period	Earnings	Hours/Units	Rate	Amount
28.01.2019 to 10.02.2019	Standard Hours	54.75	36.23	1,983.59
28.01.2019 to 10.02.2019	P/H Paid	7.50	36.23	271.73
28.01.2019 to 10.02.2019	TOIL Py	0.50	36.23	18.12
			<b>Total</b>	<b>2,273.44</b>

Period	Tax	Taxable Gross	
28.01.2019 to 10.02.2019	Full Income tax		<b>2,273.44</b>
			Amount
			460.00-
		<b>Total</b>	<b>460.00-</b>

**Net Pay 1,813.44**

BSB Number	Account Number	Banking Details	Payee Name	Payment
[REDACTED]	[REDACTED]	[REDACTED]	Alicia Wade	1,813.44

Superannuation	This Pay	Year to Date
* COFSuper Emper ContribSGC		3,379.01
	<b>Total</b>	<b>3,379.01</b>

An asterisk(\*) indicates an item relates to a previous pay period

S:/POIT/PAYSLIP\_MSG:101

Pay Summary	This Pay	Year to Date
Total Gross	2,273.44	38,249.43
Taxable Gross	2,273.44	38,249.43
Tax	460.00-	7,678.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
<b>Net Pay</b>	<b>1,813.44</b>	<b>30,571.43</b>

<b>Leave Balance at 10.02.2019</b>	
A/L Entitlement	87.22 Hours
LSL Accrual	76.84 Hours



**AFFINITY EDUCATION  
GROUP**

**Personal Details**

Personnel Number: [REDACTED] Hire Date: 03.08.2016  
 Name: Wade Alicia  
 Home Cost Centre: 2005 - Village Kids Childre

**Period Details**

Pay Period: 18/2018  
 Begin Date: 11.02.2019  
 End Date: 24.02.2019  
 Pay Date: 27.02.2019

**Pay Details**

Period	Earnings	Hours/Units	Rate	Amount
11.02.2019 to 24.02.2019	Standard Hours	54.00	36.23	1,956.42
11.02.2019 to 24.02.2019	Personal Leave Paym.	2.50	36.23	90.58
11.02.2019 to 24.02.2019	TOIL Py	5.00	36.23	181.15
	<b>Total</b>			<b>2,228.15</b>

Period	Tax	Taxable Gross	Amount
11.02.2019 to 24.02.2019	Full Income tax	2,228.15	444.00-
	<b>Total</b>		<b>444.00-</b>

BSB Number	Account Number	Banking Details	Payee Name	Payment
[REDACTED]	[REDACTED]	[REDACTED]	Alicia Wade	1,784.15

**Superannuation**

	This Pay	Year to Date
[REDACTED]	427.65	3,806.66
<b>Total</b>	<b>427.65</b>	<b>3,806.66</b>

An asterisk(\*) indicates an item relates to a previous pay period

S:/POIT/PAYSLIP\_MSG:101

**Pay Summary**

	This Pay	Year to Date
Total Gross	2,228.15	40,477.58
Taxable Gross	2,228.15	40,477.58
Tax	444.00-	8,122.00-
Allowances Bef.Tax	0.00	0.00
Deductions Bef.Tax	0.00	0.00
Allowances Aft.Tax	0.00	0.00
Deductions Aft.Tax	0.00	0.00
<b>Net Pay</b>	<b>1,784.15</b>	<b>32,355.58</b>

**Leave Balance at 24.02.2019**

A/L Entitlement	91.95 Hours
LSL Accrual	77.86 Hours